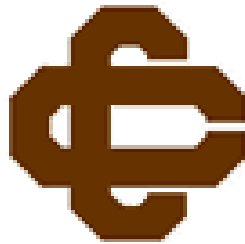


# **CASS CITY JR./SR. HIGH SCHOOL STUDENT/PARENT HANDBOOK**



**School Year 2025-26  
Student/Parent Handbook**

for the

Cass City Jr./Sr. High SCHOOL

*Welcome to the Cass City Jr./Sr. High School. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

Ms. Amy Tamlyn, Principal (989)912-1835

Mr. Brandon Jones, Assistant Principal (989)912-1836

Mrs. Christin Hempton, Dean of Students (989)912-1839

Mrs. Tessa Campbell, School Social Worker (989)872-2148 x3510

Ms. Maddie Dooley, School Social Worker (989)872-2148 x 3516

Mrs. JoEllen Bukoski, School Secretary (912)872-2148 x3500

Mrs. Dede Pawloski, Dean of Students Secretary (989)872-2148 x 1840

Mrs. Allison Zimba, Superintendent of Schools (989)912-1821

Mr. Brett Ross, Athletic Director, Bus Supervisor, Maintenance Supervisor (989)872-2148 x 1836

Ms. Melissa Avery, Special Education Coordinator, (989)872-2148 x 3524

Mrs. Shari Bock, Food Services Director, (989)872-2148 x 1841

Mr. Lyle Severance, Technology Director, (989)912-1843

## 2025-2026 Calendar

Date	Purpose
August 12	7th Grade and New Student Orientation 5:30-7:00 pm
August 13	Chromebook Pickup 11:00 am - 5:00 pm
August 18	1st Day of School – Full Day
August 22	No School
August 29	No School
September 1	No School
September 26	Students and Staff AM Only
October 16	End of First Term: Students AM Only – Staff PM Workday
October 17	No School for Students – Staff Professional Development
November 10	Students AM Only - PM Parent/Teacher Conferences
November 14	Students and Staff AM Only
November 26 – 28	No School – Thanksgiving Break
December 19	End of 1st Semester: Students AM Only – Staff PM Workday
December 22 – January 2	No School – Winter Break
January 5	School Resumes
January 16	Students and Staff AM Only
January 30	Students AM Only – Staff PM Professional Development
February 16	No School
March 13	End of 3rd Term: Students AM Only -Staff PM Workday
March 27	Students and Staff AM Only
March 30 – April 3	No School – Spring Break
April 6	School Resumes
April 24	Students AM Only – Staff PM Professional Development
May 21	Senior Graduation 7 PM
May 22	No School
May 25	No School – Memorial Day
May 29	Last Day of School: Students AM Only

### **Teachers**

Mrs. Brandel - Math  
Mr. Buxman- Social Studies  
Miss Cahoon - Science  
Mr. Collins - Spanish  
Mr. Cooper- Special Education  
Mrs. Curtis- Band  
Mr. Cuthrell- Physical Education and Health  
Mr. Dorland- CDL/Skill Trades and Health  
Mrs. Forster- Math  
Mrs. Graff- English  
Mr. Gruber- Science and STEM  
Mrs. Hahn- Science, Virtual Learning  
Mr. E. Hanby- Science  
Mrs. S. Hanby- Math  
Mrs. Ignash- Social Studies  
Mr. Ketterer- Math  
Ms. Laming- Art, Publications and Peer Mediation  
Mrs. Middleton- Agriculture  
Mrs. Nordstrom- English  
Mr. Pine- Social Studies  
Miss Rynearson- English  
Mrs. Swiderski- English  
Mr. Tuckey- CDL, Skill Trades, STEM  
Mr. Walker- English and Support  
Mrs. Wilkowski- Special Education  
Ms. Wright- Special Education

### **Staff**

Mrs. Bukoski- Office Secretary  
Mrs. Campbell- Social Worker  
Mrs. Peters- Social Worker  
Mr. Flikkie- SRC  
Mrs. Flikkie- Paraprofessional  
Mr. Ketterer- Title Director  
Mrs. Leslie- Paraprofessional  
Mrs. Pawloski- Guidance Secretary  
Miss Stilson- Paraprofessional  
Mrs. L. Taylor- Ag. Paraprofessional  
Mrs. S. Taylor- Paraprofessional/Library Specialist/ISS

### **Board of Education**

President: Emily Lasceski  
Vice President: Janie Meeker  
Secretary: Stacey Bliss  
Treasurer: George Batty  
Trustee: Kevin Rice  
Trustee: Mandy Ross  
Trustee: Bryce VanVliet

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions to all provisions of this handbook at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District’s website: [www.casscityschools.org](http://www.casscityschools.org) and click on “Schools” to bring up Cass City Junior/Senior High School.

## **MISSION OF THE SCHOOL**

"All junior/senior high school personnel will accept the responsibility to ensure that Cass City Junior/Senior High School is the leader in innovative techniques, programs and ideas to allow all students to be productive in a global society".

## **SCHOOL BOARD POLICIES**

All Cass City Public School Board Policies can be found on the Cass City Public Schools website:

<https://www.casscityschools.org/our-district/board-of-education/board-policy/>.

## **NON-DISCRIMINATION STATEMENT**

Cass City Public Schools is an Equal Opportunity, Non-Discriminatory Educational Institution and Employer. No person shall be denied admission, employment, or any other benefit offered by the school on the basis of race, color, religion, national origin, language, sex, marital status, or mental or physical handicap. The School is committed to the spirit of and is in compliance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and all other state and federal laws related to access to the school and its programs for students with disabilities.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Ms. Avery at (989)872-2148 x 3524 to inquire about evaluation procedures and programs.

Cass City Public Schools also prohibits unlawful sex discrimination, including harassment and relation, in any of its education programs and activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

A full copy of the District's Title IX policy is available at  
[https://www.casscityschools.org/downloads/board\\_policy/3118\\_title\\_ix\\_sexual\\_harassment.pdf](https://www.casscityschools.org/downloads/board_policy/3118_title_ix_sexual_harassment.pdf)

### **NON-DISCRIMINATION AND EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the student’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student’s actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.
- **Disability harassment** is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student’s actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by Policy 5202 includes harassment based on gender identity or sexual orientation and harassment of a sexual

nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination, including unlawful harassment and retaliation. A student may also anonymously report an incident of unlawful discrimination, including unlawful harassment and retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described by Board Policy. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described by Board Policy.

If you or someone you know has been the victim of sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Beth Kittle or Kevven Dorland  
4868 N. Seeger St., Cass City, MI 48726  
(989) 912-1821  
[Bkittle@casscityschools.org](mailto:Bkittle@casscityschools.org) or [Kvdorland@casscityschools.org](mailto:Kvdorland@casscityschools.org)

If you or someone you know has been the victim of disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Allison Zimba/Superintendent  
4868 N. Seeger St., Cass City, MI 48726  
(989) 912-1821  
[azimba@casscityschools.org](mailto:azimba@casscityschools.org)

If you or someone you know has been the victim of any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Kevven Dorland/Social Worker  
4805 Ale Street, Case City, MI 49726  
(989) 872-2158  
[kvdorland@casscityschools.org](mailto:kvdorland@casscityschools.org)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made verbally or in writing.

A student found to have perpetrated unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

## **TITLE IX SEXUAL HARASSMENT**

The District prohibits unlawful sexual harassment in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- B. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive,

and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

- C. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC § 1092(f)(6)(A)(v).

If you have been the victim of sexual harassment, or if you need to report an incident of sexual harassment, please contact the District's Title IX Coordinator:

Beth Kittle or Kevven Dorland  
4868 N. Seeger St., Cass City, MI 48726  
(989) 912-1821

[Bkittle@casscityschools.org](mailto:Bkittle@casscityschools.org) or [Kvdorland@casscityschools.org](mailto:Kvdorland@casscityschools.org)

For more information, please see Board Policy 3118.

### **PARENT INVOLVEMENT**

The Board of Education believes student learning is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goals. For more information, please see Policy 5401.

### **SCHOOL DAY**

Early Bird.....7:05 - 7:56  
1st Hour.....8:00 -8:55  
2nd Hour.....8:59 -9:51  
3rd Hour.....9:55 -10:46  
4th Hour.....10:50 - 12:11  
    “A” Lunch: 10:46 - 11:16; Class: 11:20 - 12:11  
    “B” Lunch: 11:41 - 12:11; Class: 10:50 - 11:41  
5th Hour.....12:15 - 1:06  
6th Hour.....1:10 - 2:01  
7th Hour.....2:05 - 2:56

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure appropriate due process before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from Dean of Students, Mrs. Hempton at [chempton@casscityschools.org](mailto:chempton@casscityschools.org)

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper medical documentation, to the School Office.

### **INJURY AND ILLNESS**

All injuries and illnesses must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill or is injured during the school day should request permission to go to the office. When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because they are hospitalized or confined to the home due to a physical or emotional disability for a period longer than five (5) consecutive days.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the principal. The District will provide homebound instruction only for those confinements expected to last longer than five (5) days, consistent with Board Policy 5416 and state and federal law.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or another caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Mrs. Pawloski will assist in obtaining the transcript, if not presented at the time of enrollment.

Consistent with Policy 5307, homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. The District's homeless liaison is:

Kevven Dorland/Social Worker  
4805 Ale Street, Case City, MI 49726  
(989) 872-2158  
kvdorland@casscityschools.org

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **SCHEDULING AND ASSIGNMENT**

The District has the sole discretion and final decision making authority about promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent/guardian requests that a student be placed in a particular classroom, building, educational program, or grade.

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

In the event it is necessary to change a schedule in the first semester, students must do so within the first 10 school days of the first semester. All second-semester changes must occur before the second semester begins. The only exceptions to this rule are academic misplacements or to comply with state and federal law.

All students are required to schedule a minimum of seven (7) classes per day.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or a person whose name is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **TRANSFER OUT OF THE DISTRICT**

The District will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw or a records request from another school. Parents are encouraged to contact the guidance office at (989) 872-2148 x 1840 for specific details.

If at the time of receipt of a notice of disenrollment there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the District may elect to complete those proceedings.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements on the form required by the local health department. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent with Board Policy 5713 and State law. Any questions about this subject should be directed to the school nurse.

## **EMERGENCY MEDICAL AUTHORIZATION**

Every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year.

## **USE OF MEDICATIONS**

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

See Policy 5703 for detailed medication administration procedures.

If the student requires District-administered prescription medication, the student's parent/guardian must annually submit a healthcare professional's written instructions that include the student's name, medication name, medication dosage, and method and time of administration. A healthcare professional does not have to authorize the administration of a non-prescribed medication, but all of the other conditions described above and in Policy 5703 will apply to non-prescribed medications.

A log for each prescribed medication will be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Students may carry asthma inhalers and epinephrine auto-injectors if prior, written approval is obtained from the physician and parent. The documentation must be submitted to the building principal, who will notify the student's teachers and other staff, as appropriate. Any student who possesses an asthma inhaler or epinephrine auto-injector must have on file a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. The parents shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period or as directed by the local health department.

### **LICE, NITS, AND BED BUGS**

Students with live lice, nits, or bed bugs will be readmitted to school after treatment to ensure that pests are not brought to school. When lice or nits are found in a student's hair, the student will be permitted to remain at school for the remainder of the school day, but will be restricted from activities that involve close head-to-head contact or sharing of personal items. District personnel will not ostracize or embarrass a student and will maintain student confidentiality. Board Policy 5709 contains additional information about lice, nits, and bed bugs.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, and communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES**

State and federal law prohibit discrimination on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. Any claim of disability-based discrimination will be addressed using the procedures in Policy 5202.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal and State law. Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized education program. Section 504-eligible students are entitled to a free appropriate public education through a Section 504 plan. Contact Ms. Avery at (989)872-2148 x 3524 to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and

extracurricular programs offered by the District. Parents should contact the guidance office at (989)872-2148 x1840 to inquire about evaluation procedures and programs offered by the District.

## **STUDENT RECORDS**

The School District maintains many student education records including both directory information and confidential information.

Directory information includes:

- A. a student's name, address, and telephone number;
- B. photographs, including photographs and videos depicting a student's participation in school-related activities
- C. date and place of birth;
- D. major field of study;
- E. grade level;
- F. enrollment status (e.g., full-time or part-time);
- G. dates of attendance (e.g., 2013-2017);
- H. participation in officially recognized activities and sports;
- I. weight and height of athletic team members;
- J. degrees, honors, and awards received; and
- K. the most recent educational agency or institution attended.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent or eligible student. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District by submitting an Opt-Out Form within ten (10) days after receipt of the District's public notice.

For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice and Opt-Out Form which can be found in the Superintendent's office.

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential information from or confidential education records to any outside individual or organization without the prior written consent of the student's parents/guardians, or the eligible adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include, but are not limited to, test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records and to request amendments to those records consistent with Board Policy 5309. Costs for copies of records may be charged. If a review of records is desired, please contact Mrs. Pawloski, in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate person to answer any questions.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the

request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without the prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board Policy 5308, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Student Privacy Policy Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
<https://www2.ed.gov/about/offices/list/oepd/sppo/index.html>

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERA.Complaints@ed.gov](mailto:FERA.Complaints@ed.gov) **and** [PPRA.Complaints@ed.gov](mailto:PPRA.Complaints@ed.gov).

### **ARMED FORCES RECRUITING**

The school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits an Opt Out Form that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny the release of Directory information. Public notice shall be given regarding the right to refuse disclosure of any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **STUDENT FEES, FINES, AND SUPPLIES**

The District may charge students a fee to participate in extracurricular and non curricular activities to cover the District’s reasonable costs, consistent with Board Policy 5404.

Fees may be waived in situations where there is financial hardship. A fee waiver can be requested from the principal to be filled out by the family. The principal will verify a financial hardship based on a student/family-free and reduced lunch form.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Failure to pay fines, fees, or charges may result in no participation in student clubs, prom, and dance. The District may pursue legal remedies to collect unpaid fines.

Class dues are used to pay for class activities, and will be used to cover the extra costs associated with graduation, homecoming, and snowcoming activities. The election to have class dues will be determined by the class. Class dues can also be used on expenses the elected class leadership determines as appropriate use of money. The amount of the class dues will need the approval of the school principal. Each class will be given the opportunity to participate in a fundraiser or volunteer time that will offset the dues that are requested from students. Failure to pay class

dues will result in failure to participate in class trips, class gifts, and are treated differently than the fines above.

### **STUDENT FUNDRAISING**

The following general rules will apply to all student fundraisers:

Student fundraising activities are subject to review and approval by the Superintendent or designee

Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.

Students must not participate in a fundraising activity for a group in which they are not members without the approval of the student's counselor.

Students may not participate in fundraising activities for a school-related group off school property without proper supervision by approved staff or other adults.

Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval by the Superintendent or designee.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to the school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. Please see Board Policies 5401 and 5420 for additional information.

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes breakfast & lunch available for free. Ala carte items are available at a cost. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Seniors who have a parent permission form on file and less than six (6) points on the discipline scale, may leave during the lunch period. All other students must have their parent or guardian come to school and sign them out in order to be dismissed during the lunch period. Once a student has left during the lunch period that student may not return to school until the lunch period has concluded.

All students must complete and turn in a lunch form.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, the student should contact Food Services Director Mrs. Shari Bock at (989) 872-5729.

### **FIRE, LOCKDOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for the safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud buzzer.

Tornado drills will be conducted using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lockdown drills. A tornado alarm consists of repeated beeping of the passing bells.

Lock down will also be conducted in accordance with District procedures and State law. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes and consists of an intercom announcement signifying the type of lockdown drill.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WKYO 1360 AM                      TV-5/12/25                      WLEW 1340 AM                      WMIC 660 AM

Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

Visitors, particularly parents, are welcome at the school, consistent with Board Policy 3105. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in with our front office and obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students will be permitted to invite one student guest per school year to attend classes with them, or to visit them on school grounds during the school day. A student guest may visit CC JR./SR. HS only one time per school year. A visitor's form (found in the main office) must be completed and approved by the principal prior to the visitation.

The visiting student must check in at the front office on the day of the visit and must wear (display) the visitor's pass while in school.

The inviting student will be held accountable for the behavior of his/her guest while visiting Cass City Jr./Sr. High School.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within the two-week period.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **LOST AND FOUND**

The lost and found area is in the Jr./Sr. High School office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal or designee. Violation of this rule may lead to disciplinary action.

### **USE OF CELL PHONES AND ELECTRONIC DEVICES**

PERSONAL ELECTRONIC DEVICES: Audio equipment, beepers, cell phones, MP3 players, smart watches, photographic devices, pairable electronic devices, speakers, or other electronic devices that have not been issued by the school shall not disrupt the educational process and are not to be used during class time without permission.

7th and 8th grade students are prohibited from using their cell phones during the school day, which runs from 7:56 AM to 2:56 PM. They should store their cell phones and electronic devices in their lockers. Additionally, cell phone use is not permitted during lunchtime.

9th graders through 12th-grade students are prohibited from using their cell phones during the school day, which runs from 7:56 AM to 2:56 PM. 9th-12th grade students should store their cell phones and electronic devices in their lockers. 9th-12th grade students will be allowed to use their cell phones during lunchtime.

All offenses are tracked throughout the entire school year, not just within individual classes. This means there are no separate warnings for each class. For example, if Student A receives a first

offense warning during 1st hour, and the next day another staff member in a different hour catches them using their phone, that counts as a second offense. If the same student is caught on their phone again one month later during 7th hour, it will be recorded as a third offense.

Cell phone offenses are cumulative throughout the entire school year and will reset at the end of the school year, not at the end of the semester.

1. **First offense:** The teacher or staff member will provide a warning to the student, and contact the parent or guardian via a skyward writeup. The warning will be documented with staff and administration. All warnings will be communicated with staff to prevent repeat offenses in multiple classes. The student will be told to put their phone away.
2. **Second offense:** The teacher or staff member will ask the student to turn the device off and place it on the teacher's desk for the remainder of the class period, and contact the parent or guardian via a skyward writeup.
3. **Third offense:** The teacher or staff member will ask the student to turn the device off. The student shall surrender the device to the staff member and the staff member will send it to the office. The student may retrieve the device via the Principal's office at the end of the school day. The staff member who takes the phone will then issue a lunch detention that will either take place the same day or the next day in the ISS room in the Library and contact the parent or guardian via a skyward writeup.
4. **Fourth offense:** The teacher or staff member will ask the student to turn the device off. The student shall surrender the device to the staff member and the staff member will send it to the office. A parent must retrieve the device via the Principal's office. The staff member who takes the phone will then issue a lunch detention that will either take place the same day or the next day in the ISS room in the Library and contact the parent or guardian via a skyward writeup. **In addition, students who reach a fourth offense will forfeit their eligibility for second semester exam exemption, regardless of academic standing or attendance.**
5. **Fifth offense and beyond:** The teacher or staff member will ask the student to turn the device off. The student shall surrender the device to the staff member and the staff member will send it to the office. A parent must retrieve the device via the Principal's office. The staff member who takes the phone will then issue a lunch detention that will either take place the same day or the next day in the ISS room in the Library. The student will serve a 1 day ISS for repeated cell phone violations and the student will be required to leave the device in the principal's office at the beginning of each subsequent school day for one week, to be retrieved by the student at the end of each school day and contact the parent or guardian via a skyward writeup.

**Any student who fails to comply and/or surrender the device to a staff member following a violation of this policy may receive a one (1) day suspension in addition to the consequences listed above.**

Students may use their electronic devices during the following times:

- Before (7:56 AM) or after school (2:56 PM)
- On school buses, unless otherwise directed by an adult in a position of authority
- At school-sponsored after-school activities, unless otherwise directed by an adult in a position of authority
- If a teacher or staff member gets special permission from the building principal or designee at least 1 day in advance

The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff have a “reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including ten (10) days of suspension, loss of privileges, and may be recommended for expulsion.

Taking pictures, using existing images, or creating real or Artificial Intelligence (AI) images of other students and manipulating them for lewd and lascivious acts on school devices or disseminated at school will face disciplinary action up to and including ten (10) days suspension, loss of privileges, and could be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures. Such conduct is potentially dangerous for the involved students and could lead to criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the electronic device.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing they may fail the test or exam, face possible suspension or expulsion, and fail the class depending on the severity of the incident.

It should also be understood that using an electronic device requires students to abide by all other district rules concerning the appropriate use of technology. Furthermore, any use of an electronic device that violates district policy on bullying, harassment, or threats will result in additional disciplinary action as defined in this student code of conduct.

If a situation arises where a student must contact someone outside of school, a cell phone may be used in the office with the approval of the administration or office personnel.

The school will not be responsible for lost, stolen, or damaged electronic devices.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. The school has a central bulletin board located in the foyer which may be used for posting notices after receiving permission from the principal.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules and the Student Code of Conduct apply on all field trips. Students are responsible for any work missed in other classes. All regulations governing students, including this handbook, apply during field trips. See Policy 5506 for additional information.

## GRADES

Cass City Jr./Sr. High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Final grades will be computed on the following formula for determining grade point averages and rank in class:

- A. Semester Grades will be determined by a 40/40/20 split.
- B. All High School classes MUST give an examination.
- C. All teachers shall utilize the following grade scale:

Letter Grade	Percentage	Gen. Ed/Dual Enrollment	Honors	AP
A	95.0 - 100	4	4.5	5
A-	90.0 - 94.9	3.66	4.2	4.66
B+	87.0 - 89.9	3.33	3.8	4.33
B	83.0 - 86.9	3	3.5	4
B-	80.0 - 82.9	2.66	3.2	3.66
C+	77.0 - 79.9	2.33	2.8	3.33
C	73.0 - 76.9	2	2.5	3
C-	70.0 - 72.9	1.66	2.2	2.66
D+	67.0 - 69.9	1.33	1.8	2.33
D	63.0 - 66.9	1	1.5	2
D-	60.0 - 62.9	0.66	1.2	1.66
E	Less than 60.0	0	0	0

Advanced Placement classes that are taught by Cass City High School teachers will receive a weighted grade for calculation of a student's grade point average. Weighted grades will be on a 5 point scale. Students are encouraged, yet not mandated to take the AP test.

Honors classes that are taught by Cass City High School teachers will receive a weighted grade for calculation of a student's grade point average. Weighted grades will be on a 4.5 point scale.

## **Grade Point Average**

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

## **Grading Periods**

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **CITIZENSHIP/CHARACTER PILLARS** **Citizenship at Cass City Jr./Sr. High School**

- 5 – Consistently displays the five character builders in the classroom
- 4 – Usually displays the five character builders in the classroom
- 3 – Occasionally displays the five character builders in the classroom
- 2 – Rarely displays the five character builders in the classroom and disciplinary action has occurred once.
- 1 – Frequently displays inappropriate behavior and disciplinary action has resulted more than once

Five Character Builders and some possible classroom examples of each (Please note that each teacher will have their own classroom rules and will evaluate citizenship based on those guidelines.)

- 1. Honesty-returns classroom materials as necessary, does own work at all times, tells the whole truth, all of the time.
- 2. Integrity-does homework independently, as appropriate, owns up to personal mistakes, holds up to that which is right, shuns wrong
- 3. Respect-treats classmates and teachers with respect refrains from making negative comments, keeps hands, feet, and other objects to themselves takes care of school property.
- 4. Responsibility-is in class on time, brings all materials with them to class, completes assignments in a timely fashion, and participates in class.
- 5. Courtesy-follows directions the first time they are given, raises a hand and is recognized before speaking out loud, refrains from talking when the teacher is talking, and asks for help politely.

#### **TRUSTWORTHINESS**

- \* Be honest.
- \* Don't deceive, cheat, or steal.
- \* Follow the Golden Rule.
- \* Be reliable - do what you say you'll do.
- \* Have the courage to do the right thing.
- \* Build a good reputation.

#### **RESPECT**

- \*Treat classmates & teachers with respect.
- \* Be tolerant of differences.
- \* Use good manners, not bad language.
- \* Deal peacefully with anger, insults, and disagreements.

## RESPONSIBILITY

- \*Do what you are supposed to do.
- \*Persevere; keep on trying!
- \*Always do your best
- \*Be accountable for your choices.
- \*Think before you act - consider the consequences.
- \*Don't blame others carelessly.

## FAIRNESS

- \*Play by the rules.
- \*Be open-minded; listen to others
- \*Don't take advantage of others.

## CARING

- \* Be kind.
- \* Forgive others.
- \* Express gratitude.
- \* Help people in need.
- \* Be compassionate and show you care.

## CITIZENSHIP

- \* Do your share to make our school and community better.
- \* Cooperate.
- \* Respect authority.
- \* Obey laws and rules.
- \* Protect the environment.

## **PROMOTION, PLACEMENT, AND RETENTION**

The District has the sole discretion and final decision-making authority for decisions about scheduling, promotion, retention, and placement for its students, consistent with state and federal law. The District may consider parent/guardian requests that a student be placed in a particular classroom, building, educational program, or grade.

### Junior High School

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

All students must pass all four core areas in order to be promoted to the next grade. The core areas are math, ELA, science and social studies. Social Promotion (a parent lifting a student) will no longer be used as a promotional option.

A student may be promoted to the next grade level even though they earned a failing grade in a core area by doing the following:

1. In order to advance, students must take an Edgenuity E20/20 course in the core class(es) and pass with a minimum rate of 60%.
2. All work must be done over the summer months. Final deadline for all work to be completed is one week prior to school starting. The cost of this program can be passed along to the family at a cost of \$75 per credit or \$40 per credit if a student qualifies for free/reduced lunch.

### High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with the Dean of Students and teachers to ensure

that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and the Dean of Students will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

	Mid Year
9th- 0 -	6
10th- 6.5 - 11.5	10
11th- 12 - 17.5	15.5
12th- 18 or more	21.5

### **CHANGING (of Letter) GRADES**

A student seeking a grade change shall submit to the building principal within 20 school days after the end of a semester a written request for a grade change stating the reason(s) for the proposed grade change:

- a. Within ten school days of receipt of the request, the building principal shall submit the request to the teacher of record and meet with the teacher to review the request.
- b. Within ten school days of the meeting, the teacher shall submit to the building principal a written response to the request, unless the teacher concurs in writing with the grade change.
- c. The building principal shall, within five school days of receipt of the teacher's response, notify the student that the teacher has concurred and that the grade has been changed or provide the student with a copy of the teacher's response and inform the student that in order to seek further review, the student must submit to the superintendent a written request for review by the review panel within ten school days. The review panel will consist of the principal, dean of students, social worker, and two department heads. This review will be limited to members of the panel, the affected teacher, and the student (including parent or legal guardian). Within ten school days of receipt of a request for review by the review panel, the superintendent shall notify the teacher, the student and the review panel members of the time, date and place for the review panel meeting. This meeting shall occur not less than seven or more than 15 school days after receipt of the request for review.losing

### **GRADUATION REQUIREMENTS**

#### **Regular Diploma**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempt from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5409.

Specific course requirements are:

English	[4] credits
Health	[.5] credit
Phys. Ed.	[.5] credit
Mathematics	[4] credits
Science	[3] credits
Social Studies	[3] credits
Test Prep	[.5] credit
Fine Arts	[1] credit
Foreign Language	[2] credits

**(Financial Math [.5] credit (Starts with the 2027 Graduating class 8th grade 2022-2023 school year))**

Electives	[7.5] credits
Total	[26] credits

### **GRADUATION**

In order for a student to be eligible to participate in all graduation exercises, the student must have all graduation requirements met prior to noon, the day before graduation. In addition, all fees must be paid in the Jr./Sr. High School office.

A student who is not eligible to participate in the graduation ceremony will not receive a diploma until all graduation requirements are met and officially recorded in the permanent school record.

### **Commencement Program**

- a. Students who have a grade point average of 3.50 and above will be recognized by a gold honor cord
- b. Students who have a grade point average of 3.000 to 3.499 will be recognized by a silver honor cord.
- c. Valedictorian and Salutatorian may speak at commencement.
- d. The senior class president will provide the opening and closing remarks at commencement.
- e. Additional speakers will be invited to speak at the commencement if requested by the building principal.

### **VALEDICTORIAN AND SALUTATORIAN**

1. To be considered for valedictorian and/or salutatorian honors in Cass City Public School, a student must attend the Jr./Sr. Cass City High School for at least five full time semesters.
2. Students with a 3.000 or better grade point average who do not meet the five full time semester requirement will be eligible for all other academic honors, including top 10 ranking.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the guidance office.

## **Honor Roll(s)**

Students who receive all A's and no citizenship mark below a three (3) will be recognized on the all A Honor Roll. Students receiving all A's and B's and no citizenship mark below a three (3) will be recognized on the AB Honor Roll.

## **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **Special Awards**

The All School Academic Award Program is intended to give recognition to students with high academic standing prior to their graduation. Our system presently acknowledges those students at graduation with Honor Student status, Honor Cords, and Valedictorian and Salutatorian honors. We feel that a program giving those students with high academic standing recognition at an earlier time in their high school years will not only show the importance we place on high academic achievement, but also provide an incentive for students to achieve at a higher level.

The academic letter is to be awarded to a student based on his/her cumulative grade point average according to the following criteria: the student will be awarded a letter:

- at the end of the first semester (9th grade) if he/she has achieved a grade point average of 4.00.
- at the end of the third semester (10th grade) if he/she has achieved a grade point average of 3.75 or above.
- at the end of the fifth semester (11th grade) if he/she has achieved a grade point average of 3.50 or above.
- at the end of the seventh semester (12th grade) if he/she has achieved a grade point average of 3.25 or above.

The sliding scale is designed to reward students who have high academic averages and to also provide an incentive for students to work toward.

Any student who is assessed 6 or more discipline points, by the date of the annual Spring Awards Assembly, may be ineligible to receive an Academic Letter, for that school year.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not be used for disciplinary reasons but only to enhance the student's learning.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement.

The District provides students with access to the District's technology resources, including its computer and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law, Board Policy 3116, or the District's acceptable use policy, is expressly prohibited. Students have no right to privacy while using District technology resources.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information and,
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

### **STUDENT ASSESSMENT**

All 11th graders will take the Michigan Work Keys, MSTEP, as well as the SAT state assessment test each year. The SAT will provide students with a regular score report that they can use to apply

to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Parents and students should watch school newsletters, school announcements, and the local press for announced testing times. College entrance testing information can be obtained from the Guidance Office.

8th graders, Freshmen, and Sophomores are required to take the PSAT, a preparatory assessment that is primarily used to help students prepare for the SAT. The test is administered in the Fall and in the Spring.

7th and 8th graders are required to take the MSTEP test in the Spring.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Students who successfully test out of a course will earn credit for the course in accordance with state law and Board Policy 5409. The credit earned by testing out will not be included in the computation of the grade point average.

Students may receive credit toward high school graduation if they successfully complete, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in violation of Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Cass City Jr./Sr. High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **STANDARDIZED TESTING BEHAVIOR POLICY**

Purpose: To help ensure that ALL students make an honest attempt to be successful on the SAT.

Any student found not making an honest attempt to be successful on the SAT will lose the senior privilege of open campus until the next testing opportunity.

Examples of unacceptable testing behaviors:

- Sleeping during the test.

- Filling in random answers on the answer sheet.
- Not showing up for the test or make up (without doctor slip)
- Being a distraction to others.
- Bringing electronic devices in the testing room.
- Showing up late.
- Not following the expectations specified by the College Board.

#### Process of Addressing Unacceptable Behavior:

- All juniors will be made aware of this policy before the testing date.
- During the test, if a student is engaging in unacceptable behavior, the Room Supervisor will warn the student about the behavior that he/she is engaging in and how it is a violation of the policy.
- If the behavior continues, the Room Supervisor and proctor will document the incident.
- Upon receiving the documentation, the Administration will verify the information.
- Upon verification, the student will lose open campus privileges as a senior until the next testing opportunity (March).

#### Appeal Process:

- The Parents of the student can follow the normal appeal process if they disagree with the findings. The appeal process will start with the principal or designee.

### **EXAM EXEMPTION POLICY (SECOND SEMESTER)**

The following policy is an incentive to encourage both proper attendance and good academic achievement by all students in Cass City High School.

In the second semester on a class by class basis should a student meet the following criteria they will be allowed to either choose not to take the final exam in that class (grade will then be determined by the average of the marking period grades) or take the exam and the teacher will only count the grade if it will improve the student's semester grade:

To qualify for the above incentive the student must:

1. Have five or less absences prior to the ~~test date~~ first day of exams. ALL absences from class, except for prearranged school sponsored activities, will count toward these five days. NO EXCEPTIONS will be granted. (Absences are excused at the direction of the local health department.)
2. Have a B or higher for the semester.
3. Have a B- or higher for the 4th marking period.
4. Have no disciplinary referrals that resulted in an in-school suspension (ISS) or out-of-school suspension (OSS) second semester.
5. Have not reached a fourth cell phone or electronic device violation during the school year.
6. Have a parental signature on file noting approval to opt out of the semester exam.

**High School Students** who are opting out of exams will not be required to attend school for any classes for which they have opted out of the final exam during the 3 days of exams for 2<sup>nd</sup> semester.

A 7<sup>th</sup> or 8<sup>th</sup> grade student enrolled in a high school course may qualify for exam exemption if they meet all criteria listed above. **However, junior high students are required to attend school for all 3 days of exams regardless of exemption status.**

## **DUAL ENROLLMENT AND MICHIGAN VIRTUAL CLASSES**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Students must be a full Time Cass City Student to be eligible to take dual enrollment and Michigan Virtual Classes. Any interested student should contact Mrs. Hempton to obtain the necessary information. If a student fail a dual enrollment or a Michigan Virtual Class the family is required to reimburse the district the full cost of the class and students will no longer be eligible to take dual enrollment or Michigan Virtual Classes.

### **CASS CITY PROMISE**

The Cass City Promise is a program developed by community members to help students meet their postsecondary goals. The Cass City Promise strives to stimulate the community by creating a culture and financial support for postsecondary education (college, trade school, certification program) for ALL Cass City High School Graduates.

The Cass City Promise encourages and will give students the opportunity to volunteer and help provide community service time. If there are questions please contact the Superintendent, Allison Zimba at [azimba@casscityschools.org](mailto:azimba@casscityschools.org).

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED AND EXTRACURRICULAR ACTIVITIES**

Extracurricular activities, while an important part of the total school experience, are secondary to the academic program. Participation in extracurricular activities is a privilege, not a right.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

**National Honor Society-** Mrs. Hempton & Mrs. Pawloski

Membership in the National Honor Society is based on scholarship, service, leadership and character. The object of the organization is to promote these ideals in the student body of Cass City Jr./Sr. High School. The following process of selection will be followed for the selection of new members. Students must be a member of the junior or senior class, have a minimum of 3.25 G.P.A. at the end of their fourth semester in high school. Eligible students must submit a Student Activity Information form and a 125-word response paper. Evaluations on all prospective members are submitted by faculty and staff. A 5-member Faculty Committee considers each student's SCHOLARSHIP, LEADERSHIP, CHARACTER, AND SERVICE. Invitation to join the National Honor Society will be by a majority vote of the Faculty Committee.

### **Academic Games-** Mrs. Tamlyn

Team members will compete in the Tuscola County Academic Games held at Saginaw Valley State University. This is an opportunity for those who like to compete and are willing to put their knowledge on the line against the best from other schools.

### **Student Council-** Mrs. Nordstrom

The student council members are the leaders of the student body. The president and vice-president are elected by the student body in the spring and take office in the Fall. The rest of the council is made up of students elected at large. Student council meetings are open to all students who have permission from their teachers to attend. Non-members may participate in all council activities, but may not vote. The objectives of the student council are to coordinate student activities, to assist in forming school policies regarding student activities, and to sponsor student activities and projects.

### **All-School Play-** Mrs. Iwankovitsch & Mr. Hanby

The all-school play allows students to have hands-on experience with all aspects of theater: tech work (set, make-up, costumes, props) and acting. The yearly production is performed in early spring.

### **Extracurricular Eligibility**

The eligibility rules laid out below apply to all non-athletic extracurricular activities.

The Student:

- must have passed at least 4 classes during the previous semester;
- must pass all classes on a semester to date basis; and
- may not be below average (3) in citizenship for 2 classes (semester to date; there will be a 15-day grace period at the beginning of each semester).

Any student who is ineligible to participate in extracurriculars also may not be excused early from classes to attend an extracurricular event.

\* NOTE: Extracurricular activities do not include co-curricular activities, such as band and choir, in which student must participate as part of the requirements for enrollment in and receiving a grade for a particular course.

Cass City Jr./Sr. High School students participating in extracurricular activities shall conduct themselves in such a manner as to bring credit to their school and themselves. Students must abide by all applicable Board Policies, the student code of conduct, and any other applicable rules or behavioral expectations. A student's failure to comply with Board Policies, the student code of conduct, and any other applicable rules or behavioral expectations may result in disciplinary action and exclusion from extracurricular activities. For additional information regarding extracurricular activities, see Board Policy 5507. Some examples of conduct considered violations are: Cheating, Stealing, Attaining 6 points in the School Discipline system, being suspended from school.

A student must be in school the full day in order to participate in extracurricular activities. The Principal must approve any exception to this rule.

Students participating in extracurriculars are expected to refrain from the use of any substance (stimulant or depressant) which is harmful to his/her physical, emotional, or mental well being, such as: alcohol, drugs, tobacco, and any other item which in the judgment of the council is in this category.

### **Eligibility: Extracurricular Activities for Virtual Students**

A virtual student who wants to participate in extracurricular activities will be based on two parts. Part 1: virtual students need to maintain passing grades (D- or better) in the majority of their online classes. Part 2: a student must be on pace based on Edgenuity progress tracking in the majority of their classes.

### **Consequences of Violations**

There is an extracurricular eligibility council to enforce the rules above, which will meet and determine the validity of the accusation or complaint. The student shall appear before the Council to hear and answer the accusation. The Council shall be developed by the building principal or designee, department heads, and coaches. The student may be accompanied by his/her parents at this meeting. If the accusation is found to be true, the Council will determine appropriate next steps, including possible discipline.

### **DANCES**

- Any group wishing to hold a dance must submit an activity form through the student council and have prior approval of the administration.
- All high school dances must end by 11:00. All junior high dances must end at 9:00.
- All Policies, the student code of conduct, and all applicable school rules, including those regarding behavior, smoking, drinking and possession or use of controlled substances apply to school dances.
- All events shall have an administrator and at least three adult chaperones to supervise.
- Each currently enrolled Cass City Sr. High student may bring one guest. A Guest Pass Application form must be completed and turned into the office prior to the day of the dance. Guests can be denied by administration for any reasons. Guests must be current high school students or CCHS alumni under the age of 21.
- If a student leaves the dance, the student will not be readmitted, in cases of emergency, contact the person in charge of the building before leaving. Doors are closed 45 minutes from the start of the dance and after that time, no one will be admitted.
- No junior high school students are allowed at high school dances. Furthermore, no high school students are allowed at junior high dances.
- For prom, all guests must be at least in the ninth grade.
- Junior high school students will not be allowed to bring guests to junior high dances.
- High school students (9-12th grade students) will not be allowed to attend a junior high dance.

### **SCHOOL-INITIATED, NON-CURRICULAR CLUBS**

Students may voluntarily form clubs that are not directly related to the curriculum to promote activities unrelated to the regular classroom environment. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information, including on how to form a club, see Board Policy 5510.

The applicant for permission to form a non-curricular club can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

## **ATHLETICS**

Cass City Jr./Sr. High School provides a variety of athletic activities in which students may participate provided they meet any eligibility requirements that may apply. Athletics are an important part of our school program. The purpose of athletics is to aid in the development of leadership, cooperation, sportsmanship, physical fitness, and competitive spirit of young men and women. As a reminder, participation in athletics is a PRIVILEGE, not a right.

The following is a list of activities currently being offered. For further information, contact Mr. Ross, the Athletic Director, at (989) 872-2148 x 1836.

### **FALL**

Football  
Volleyball  
Cross Country  
Boys soccer  
Girls Swim and Dive  
Girls Golf

### **WINTER**

Boys Basketball  
Girls Basketball  
Boys/Girls Wrestling  
Gymnastics  
Boys Swim and Dive  
Bowling  
Ice Hockey

### **SPRING**

Baseball  
Softball  
Track and Field  
Boys Golf  
Girls Soccer

## **Athletic Code of Conduct**

An athlete shall conduct himself/herself in such a manner as to bring credit to his/her team, school, and himself/herself. Athletes must abide by all applicable Board Policies, the student code of conduct, and any other applicable rules or behavioral expectations. Some examples of conduct considered violations are: Cheating, Stealing, Attaining 6 points in the High School Discipline system, being suspended from school.

A student must be in school the full day in order to participate in a practice or game on that day. The Athletic Director must approve any exception to this rule. An athlete is expected to refrain from the use of any substance (stimulant or depressant) which is harmful to his/her physical, emotional, or mental well-being, such as: alcohol, drugs, tobacco, and any other item which in the judgment of the Athletic Council is in this category. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic eligibility and participation.

Additionally, a student's use or sale of a performance-enhancing substance is a violation of this policy that will affect the student's athletic eligibility and participation.

These rules are to apply on a year-round basis. An athlete is expected to follow procedures concerning practice and competition laid down by the coach.

### **Consequences of Violations**

There is an Athletic Council to enforce this policy, which will meet and determine the validity of the accusation or complaint. The athlete shall appear before the Athletic Council to hear and answer the accusation. The athlete may be accompanied by his/her parents at this meeting. If the accusation is found to be true, the athlete will be dealt with at the discretion of the council.

In extreme circumstances, and because every circumstance is different, the District reserves the right to impose athletic suspensions or additional discipline outside of this process. The Superintendent's decision on these matters is final.

### **Eligibility Rules**

#### **M.H.S.A.A./ CASS CITY**

1. Enrollment - must be enrolled not later than Monday of the fourth week of the semester.
2. Age - must be under nineteen (19) years of age.
3. Physical Examination - must have passed a physical exam for the current school year and file record with school.
4. Seasons of Competition - must have not competed for more than four (4) first and four (4) second semesters in a sport.
5. Semester of Enrollment - must not have been enrolled in grades nine to twelve (9-12), inclusive, for more than eight (8) semesters.
6. Undergraduate Standing - must not be a high school graduate.
7. Previous semester record - must have received at least twenty (20) credit hours for work taken during the last regular semester.
8. Transfers - your only parent, parents, guardian, or other persons with whom you have been living during the period of your last high school enrollment, generally, must have moved out of the district or service area of the school you previously attended and into the new district or service area of the high school you are now attending, if you are a transfer student this semester.
9. Awards - you must not accept any award or merchandise exceeding \$20.00 in value for athletic performance.

### **In-Season Eligibility Policy**

**ACADEMIC ELIGIBILITY:** Minimum guidelines established for Athletic Academic Eligibility for students within the Cass City School District.

Students wanting to participate on one or more of the various athletic teams/extracurricular activities the Cass City School District has to offer must meet the following academic requirements.

1. Athletic Eligibility will run each week starting the second week of each marking period. Students failing any class after week two will be ineligible to participate in athletics.
2. Those students failing any class will be given a “warning” week (one and only one warning week will be given, not one warning week per class) to get their grades up to passing. During the warning period, the student will be allowed to participate in all team activities.
3. A student declared academically ineligible, will be required to sit the following week (Monday-Sunday). The student athlete must participate in practice and attend games with the team. The student athlete WILL NOT be permitted to dress for games.
4. When eligibility is evaluated each **Friday at noon**, eligibility will be based on a student’s current grades, in their current marking period classes.
5. Students with an E (Under 60%), will be given one week (warning) to raise grade to passing. If at that time the grade is not at minimum 60% the student will be deemed ineligible for the following week.
6. Students will have until the end of the school day Thursday to turn in assignments to determine eligibility on Friday at noon, for the following week.

### **Sportsmanship of Students**

Cass City Public Schools is a member of the Michigan High School Athletic Association. In cooperation with the M.H.S.A.A. students are asked to follow the following fundamentals of good sportsmanship:

- Show respect for the opponent at all times. Good sportsmanship is the Golden Rule in action.
- Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- Know, understand and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- Maintain self-control at all times. Good sportsmanship is concerned with the behavior of all involved in the game.
- Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will that should not be looked upon as treason.

### **Transportation on Game Day**

Cass City Public Schools will provide transportation for contests not held at Cass City facilities with the exception of co-op teams in which we are not the host (soccer, swim). Student-athletes may choose to ride with parents to the contest with prior permission from the coach and athletic department; no student-athlete should be driving himself/herself to an athletic contest away from Cass City. Transportation back to District property after the contest will be provided by the school district as well. Student-athletes can ride home with parents/guardians only if given permission by the coach. No student-athlete will be permitted to ride home with someone other than their parent/guardian.

### **Use of Facilities**

1. Student-athletes are to be accompanied by an adult when using school facilities such as: the gymnasiums, the weight room, the baseball and softball fields, the soccer field and practice football field.
2. Student-athletes are expected to show care for facilities and equipment provided by the school.
3. When students are entering or exiting the gym during P.E. class, students are expected to stay off of the game floor of the gymnasium.

### **WORK EXPERIENCE & ELIGIBILITY**

Work-based learning experiences provide students with an opportunity to gain real-world skills and prepare for the workforce. Participation in these programs is a privilege that requires maturity, independence, and responsibility.

#### **Eligibility Guidelines**

- Students must be at least 16 years old and in their third year of high school to participate in work experience. Exceptions may be granted by the administration.
- Students must be passing all classes (60% or higher) to remain eligible for work experience placement.
- Weekly grade checks will be conducted to verify continued eligibility.
- If a student drops below 60% in any class, they must remain at school during their scheduled work experience time for the following week to work on improving their academic performance.
- The student is responsible for notifying their employer if they become ineligible for the week and must explain their absence.
- Students will not be paid for time spent at school working to regain eligibility.

#### **Reinstatement**

- Once a student is passing all classes, they may return to their work experience placement the following week.

#### **Reporting Requirements**

- If a student changes employment, they must notify the guidance office. Failure to do so may impact their grade.
- Students may earn up to 0.5 credit per semester through approved work experiences.

#### **Contract Requirement**

- A Work Experience Eligibility Contract must be signed by the student, their parent/guardian, and their employer before placement begins.

### **Legal Compliance**

- All work-based learning experiences must comply with Board Policy 5421 and relevant state laws. Complete guidelines from the State of Michigan are available in the course description book in the Guidance Office.

## **WORK PERMITS**

Students between the ages of 14 through 17 may not be employed in either full or part-time work without first obtaining a working permit. If you are offered a job, pick up a working permit form in the guidance office. After this form is completed by you and your employer, return it to the work experience coordinator and a working permit may be issued. There is no charge for this service. Working permits will not be issued to anyone under the age of 14. The school may refuse to grant a working permit, or revoke a permit already issued if it is in the best interest of the student (i.e. if such employment is hindering the student from properly performing his/her school work).

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

We at Cass City Jr./Sr. High School believe that regular attendance and participation are necessary for academic growth and success. It is expected that all students will be in their classes according to their assigned schedules and remain at school all day, including the lunch period, except as outlined under the Meal Service portion of this handbook. Students, parents and the school all share the responsibility to see that a good effort is made for students to attend school on a regular basis. We also believe that good attendance should be rewarded.

All approved school related activities which take students out of class or school will not be considered an absence or tardy.

### **Saturday Detention**

Saturday Detention can be fulfilled during Saturday Support, offered once or twice a month. Students who are assigned Saturday detention will report promptly to the designated area by 9:00 a.m. Saturday detention will last from 9:00 a.m. until 11:00 a.m.

There are no electronic devices allowed in Saturday ~~School~~ Detention, other than the school issued Chromebook. Cell phones, laptops, iPods, video games, etc. are prohibited. Students are expected to sit quietly and work on homework or read. Students who refuse to cooperate in Saturday detention will be assigned an ISS to be served the following week.

If a student does not report for an assigned Saturday School Detention they will have one day of ISS assigned the next week. The student will be required to serve the next scheduled Saturday detention. If a student continues to miss the assigned Saturday detention they will acquire an added day of suspension for each time they miss. The student will still be required to serve the Saturday detention.

The principal will give students a date to do Saturday School Detention. If the student has a conflict, AND the parent/guardian makes a request for consideration with the principal, the principal can consider giving the student an option for another Saturday School Detention. The principal reserves the right to deny the request of alternative dates based on a parent/guardian request. If approved, the student will be given another option to choose which Saturday to serve. If the student has something on both Saturdays they still need to choose. Saturday School Detention takes precedence over school activities. Extracurricular events are not excusable reasons for delaying a Saturday School Detention. A student is ineligible to participate in school activities on the Saturday of their Saturday School Detention for school sponsored events, extracurricular events, or sports if they skip their detention and will also be awarded an ISS for the following week.

### **Suspension or Expulsion from School**

Absence from school due to suspension or expulsion shall be considered an authorized absence, neither excused nor unexcused. Cass City Jr./Sr. High School utilizes in school suspension and out of school suspension.

#### **In School Suspension**

The student is allowed to make up all work, for credit, that is being collected while serving his/her suspension. It is recommended that a student complete missed assignments during the suspension and turns them in to the teacher upon his/her return from school. Assignments may be obtained from the classroom teachers beginning with the first day of a suspension. Students will be required to turn in their cellphones during their ISS day or days.

#### **Out of School Suspension**

The student is allowed to make up all work, for credit, that is being collected while serving his/her suspension.

### **Excused and Unexcused Absences**

It will be the responsibility of the student and their parent/guardian to provide excuses or have parents call in for days they are absent. The student will have the day they are absent and the next 2 school days to provide any necessary documentation. Students who miss class must make up work in accordance with procedures outlined by the teacher. Students who have excused

absences may make up their work for credit. Work done in class, including tests and quizzes, on the day of an unexcused absence may be completed. An exception will be made in the case of a multiple day assignment (2 or more days) which is due on the day of an unexcused absence. The assignment will be due the day the student returns to school. Teachers may require students to make up work before or after school hours. In all cases it is the responsibility of the student to make up the work they missed (Students who have an excused absence will have a like number of days in which to complete the make-up assignments).

The District's Skyward system is set up to contact a parent/guardian about any unexcused absences for the day. It will contact you around 6:00 p.m. and ask for a reason. Attendance is almost always done on a daily basis. This is usually an automated phone call will be sent home to the primary parent to notify that a student excuse is needed for an absence if one has not been provided. If an excuse is not received, the absence will be unexcused.

Excused absences include:

- the student's physical or mental illness (a physician's verification is required after four consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits;
- and personal or family vacations.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

### **Excessive Absenteeism and Truancy**

Regular daily attendance is essential for academic success. At Cass City Jr./Sr. High School, absences are tracked by semester and categorized as **excused** or **unexcused** in accordance with state and local guidelines.

#### **Excused Absences**

An absence will be marked *excused* when documentation is provided for one of the following:

- Personal illness or medical condition with documentation from a healthcare provider
- Medical, dental, counseling, or optometry appointments (with appropriate documentation)
- Death in the student's immediate family
- Mandated court appearances (with appropriate documentation)
- School sponsored activities
- Absences related to a parent/guardian's military deployment
- Homelessness or related extenuating circumstances

All other absences will be considered *unexcused* unless documentation is provided within 48 hours of the student's return to school.

### **Unexcused Absences and Truancy Interventions**

- **6 Unexcused Absences:**

The school will send a formal letter to the parent/guardian outlining the attendance concerns and emphasizing the importance of regular school attendance.

- **9 Unexcused Absences:**

A Pre-Truancy Meeting will be held with the student, parent/guardian, and school administration to review attendance, identify barriers, and create a plan for improvement.

- **10+ Unexcused Absences:**

If unexcused absences continue after the pre-truancy meeting, the school will make a formal referral to the Tuscola County Truancy Office for further investigation and possible court involvement.

### **Consequences for Excessive Absenteeism**

Students who exceed nine unexcused absences in a semester may lose school privileges. These privileges include, but are not limited to:

- Participation in extracurricular clubs and activities
- Attendance at school dances (e.g., Homecoming, Snowcoming, Prom)
- Attendance at home sporting events
- Participation in field trips
- Parking on school grounds
- Senior open-campus privileges

The building principal or designee may impose additional consequences in accordance with the student code of conduct and academic policies.

### **Tardiness**

Punctuality is one of the most important habits that can be developed. The following policy is intended to aid the student in the development of the habit of punctuality and to reduce the number of classroom disruptions which occur at the beginning of each class period.

An unexcused tardy occurs when a student is less than 15 minutes late to class and does not have an excuse from a parent, guardian or school personnel (as in the case of a student being detained by them). When a student misses 15 minutes or more, it will be considered an unexcused absence. Students must be in the classroom when the tardy bell rings.

Students who are late to school must obtain an admission slip from the office. Tardiness due to a late bus will be excused. Tardiness to school due to any other reason will require a phone call from the student's parents requesting that it be excused. Oversleeping is not an excusable tardy or absence.

Beginning with the fourth unexcused tardy per class, per marking period, the student will be referred by the teacher to the Principal for disciplinary action. Points, restorative practices, or lunch detentions will be assessed for each unexcused tardy in excess of three per marking period class. Seniors can have their open campus privileges revoked temporarily or permanently for chronic tardiness at the discretion of administration. Each student is expected to be in his/her assigned location throughout the school day.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students who are spectators nor will it be responsible for spectator students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Participant and spectator students must comply with the Code of Conduct at school events, regardless of the location.

### **CODE OF CONDUCT**

A major component of the educational program at Cass City Jr./Sr. High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. The final decision in any situation involving inappropriate attire will rest with the building administrators or designees.

In general, clothing needs to be clean and appropriate for the climate and the situation. Students shall not wear attire which interferes with the operation of the school or which impinges upon the general health, safety, and welfare of the district, students, or employees.

The following clothing and/or accessories (including jewelry) are unacceptable:

- Hats, bandanas, hoods and/or headgear of any kind.
- Wearing outdoor coats during the school day, other than when arriving at or leaving school or going to or coming from recess or another outdoor activity.
- Sunglasses, jewelry, or clothing with studs, chains or spikes, and wallet chains.
- Tops: Spaghetti straps, tube tops and halters are unacceptable, as are any tops exposing the midriff. While standing straight up with your arms outstretched to the side and parallel to the floor, if bare skin shows in the midriff area front or back, your top is too short and should be changed. A student with cut off sleeves or a shirt this is sleeveless with large holes on either side that expose the sides of their stomach or chest will be asked to changed.
- If wearing a see-through top, the underlying garment must meet dress code.
- Shorts, skirts, and dresses must be to the base of the fingers to the palm in length. While standing straight up with hands fully extended downward at the sides, the shorts must reach the base of the fingers to the palm.
- All pants, slacks, jeans, etc. must be worn at or near the waist (NO “sagging”)
- Nightwear (such as pajama bottoms, robes, or slippers) is for night, NOT school.
- No low cut clothing that is revealing the chest of students. Clothes that are deep necked or above the knees are categorized as revealing.
- It is prohibited to wear clothing that:
  - Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
  - Is obscene, sexually explicit, indecent, or lewd;
  - Promotes the use of or advertises illegal substances;
  - Incites violence;
  - Contains “fighting words”
  - Constitutes a true threat of violence

Students who are representing Cass City Jr./Sr. High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, bands, and other such groups.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring in appropriate clothing, students can utilize the clothing closet in the high school, or the student may be sent home to change. The student may also ~~be~~ receive discipline actions and points by administration.

## **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### **STUDENT DISCIPLINE CODE**

Students are within the jurisdiction of the school. Any overt behavior or rule infraction while at school, on school property, at school activities, or during the course of the school day places students under the disciplinary action of the school. The school has the authority to enforce all school rules as students are on the way to and from school. These regulations apply on school grounds, buildings, on school buses and also at any school-sponsored event including "away" activities. Compliance with the following rules and regulations is mandatory for all students.

In accordance with the State of Michigan laws, "The Board of Education shall have authority to make reasonable rules and regulations relative to anything necessary for the proper establishment, maintenance, management and carrying on of the public schools of such district, including regulations relative to the conduct of students while in attendance at school or en route to and from school."

### **POINT SYSTEM**

The discipline guidelines will be implemented by a point system. Points

#### **POINTS      CATEGORY**

##### **GENERAL MISCONDUCT:**

- |      |   |
|------|---|
| 1    | Fake telephone call/note  |
| 1    | Excessive display of affection  |
| 1    | Excessive unexcused tardies   |
| 1    | Improper dress/language   |
| 1    | Violation of school/classroom rules                                     |
| 2    | Leaving school/class without permission                                 |
| 2    | Misuse of permits issued by the office.                                 |
| 3    | Refusal to identify self to school personnel                            |
| 3    | Refusal to turn in a cell phone or electronic devices to a staff member |
| 3    | Insubordination   |
| 3    | Lack of cooperation with school personnel                               |
| 3    | Disruptive conduct  |
| 3    | Persistent misbehavior  |
| 2-6  | Bullying  |
| 1-15 | Gross misbehavior   |

##### **CRIMINAL ACTS (may also be referred to police)**

- |   |   |
|---|---|
| 3 | Trespassing (illegal entry)                             |
| 6 | Burglary  |
| 6 | Use, possession or distribution of tobacco or inhalants |

- 6 Extortion, blackmail or coercion
- 6 Larceny (café offense will include ban from snack bar: 1st offense: recommend 30 days; 2nd offense: recommend 90 days; all discipline subject to MCL 380.1310d factors).
- 6-9 Fighting or provoking a fight
- 6 Possession of firecracker or other types of incendiary devices
- 6 Malicious mischief – property damage under \$100 (including restitution)
- 9 Malicious mischief – property damage over \$100 (including restitution)
- 12 Use, possession or distribution of alcohol
- 12 False alarm
- 12 Illegal use of explosives
- 15 Bomb threat
- 15 Physical Assault
- 15 Possession of dangerous weapons
- 15 Arson

ALL POINTS WILL BE ASSESSED BY THE PRINCIPAL OR ASSISTANT PRINCIPAL OR DESIGNEE. Any time points are assessed a notice will be sent home to the parent via an email sent through Skyward. If an ISS or OSS consequence is being issued, a parental contact will be made via Skyward and a notification will be attempted by telephone.

Six (6) point level – 1 day suspension (ISS/OSS) + parental notification.

Nine (9) point level - 3 days suspension (ISS/OSS) + parental notification.

Twelve (12) point level - 5 days suspension (ISS/OSS) + parental notification.

**Possession of inhalants or drugs** can lead to a suspension (ISS or OSS) of up to 3 days if student points are less than 9 points or 5 days if students have 12 or more points after the discipline has been handled.

If a student **refuses to be checked**, they will be advised that such denial will be considered an admission of possession of inhalants or drugs use with the consequent discipline invoked. The student will then be given a second opportunity to be checked. A student who refuses a check by school employees who have reasonable suspicion for possession of inhalants or drugs will have their parents contacted. If the parent, guardian or a representative of the family is unable to come in or does not give consent the student could be given up to a 5 day OSS suspension.

Suspensions ~~may be either/or, not~~ a combination of ISS & OSS ~~(Unless special circumstances exist)~~. If there is an interruption in serving ISS due to illness or other reason, ISS time will be finished upon return to school. During ISS class work may be done for credit. Assignments given by the ISS Supervisor must also be completed before exiting ISS. A student serving an OSS is allowed to make up all work, for credit, that is being collected while serving his/her suspension

Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

Fifteen (15) point level - The administrator will exercise 1 of the 3 following options:

1. The one (1) point rule may be used where a student is granted one more point before further disciplinary action.
2. Administrators may refer the student to the Superintendent or the Board of Education for further discipline, up to and including expulsion.
3. The administrator will issue discipline and hold a parent meeting before the student is allowed back in school.

After expulsion, a returning student will have a total of nine (9) points regardless of when they return.

Students who do not accumulate points during any 30 school days period will have their point total reduced by three (3) until it reaches zero (0). Behavior Interventions Plans can be implemented to modify how quickly points can be reduced. Restorative practices can also be used to modify points for students.

During the final 30 days of school, if no points are accumulated, six (6) points may be removed. Points assessed to seniors in the final month of school may be DOUBLED.

Points do not reset back to zero automatically at the beginning of a school year, with the exception for first year 7th graders and first year 9th graders.

The examples given in the discipline guidelines are not the only acts or conditions which will lead to disciplinary action nor do they limit this policy in any way.

### **Mandatory Seven Factors**

Cass City Public Schools will consider the following seven factors in every case of suspension or expulsion except firearms:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

### **Suspension and Expulsion**

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of more than 10 school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, administrators or the Board must consider the Mandatory 7 Factors.

#### *Building Administrators - 10 or fewer days*

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days consistent with the student code of conduct.

A building administrator may also suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion.

Before exercising this authority, the building administrator must consider the Mandatory 7 Factors identified above.

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

### *Superintendent - Less than 60 school days*

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct. Before exercising this authority, the Superintendent must consider the Mandatory 7 Factors.

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

### *Board - Suspension or Expulsion*

The Board may suspend or expel a student for an offense consistent with the student code of conduct.

Before exercising this authority, the Board must consider the Mandatory 7 Factors.

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Before exercising this authority, the Board must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

## **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### **1. Use of drugs**

Cass City Public Schools has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. Any possession, sale, distribution, or use, or attempted sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, vape/vaping paraphernalia or look-alike drugs is prohibited. Violations may result in the student's suspension, expulsion, and report to law enforcement. Sale also includes the sale of over-the-counter medication to another student.

### **2. Use of Breath Alcohol-Test Instruments**

The principal may arrange for a breath alcohol test to be administered to a student if there is reasonable suspicion that the student has consumed or is under the influence of alcohol.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

For voluntary, noncurricular school activities, suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.

If the result of a breath alcohol test indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **3. Use of tobacco, or inhalants**

Cass City Public Schools is a tobacco-free campus. The school prohibits the sale, distribution, use, or possession of any form of tobacco, tobacco products, electronic cigarettes, vape/vaping paraphernalia, electronic nicotine delivery system, or similar devices on school property, during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion, and a report to law enforcement when appropriate...

“Use of tobacco product” means any of the following:

- a. the carrying by a person of a lighted cigar, cigarette, pipe, lighter, other lighted smoking device, or electronic nicotine delivery system;
- b. the inhaling or chewing of a tobacco product;
- c. the placing of a tobacco product within a person’s mouth; or
- d. the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

### **4. Student disorder/demonstration**

The school will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment. Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who substantially disrupt the school may be subject to discipline.

### **5. Possession of a weapon**

A weapon means a firearm, pneumatic gun, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), lookalike weapons (i.e. toy guns), razors, clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives, or any other object used, intended, or represented to inflict serious bodily injury or property damage. A “firearm” means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive or any “destructive device” (e.g., any explosive, incendiary, or poison gas). A weapon may also include any toy that is presented as a real weapon and would be reacted to as a real weapon by a reasonable person. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. If it can be confirmed that a weapon was brought on District

property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

**6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to suspension or expulsion.

**7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**8. Purposely setting a fire (Arson)**

The setting or igniting of any fire in a school building or on school grounds will not be tolerated. Arson is a felony and may subject the student to permanent expulsion, and a report to law enforcement.

**9. Physical assault of a District employee, volunteer, or contractor**

Physical assault by a student at school against a District employee, volunteer, or contractor may subject the student to permanent expulsion, and a report to law enforcement. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**10. Physical assault against another student**

Physical assault by one student against another at school, on a school vehicle, or at any school-sponsored event may result in suspension, expulsion, and a report to law enforcement when appropriate.

**11. Verbal assault against a District employee, volunteer, or contractor**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Verbal assault may result in suspension and expulsion.

**12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**13. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**14. Falsification of school work, identification, forgery, Academic Integrity, Cheating, Plagiarism**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

**Academic Integrity:**

The faculty and administration of Cass City Jr./Sr. High School support an academic integrity policy that will ensure the honesty of all student work.

Academic integrity is a general term that incorporates numerous elements of student activities such as research, written and oral reports, homework, tests and quizzes, as well as technological resources. All currently available forms of media fall under the academic integrity policy. Failure to demonstrate academic honesty will result in an escalating series of consequences as defined by the Academic Integrity Committee.

**Plagiarism:**

Regardless of intent, the failure to provide proper recognition of the content's origination is plagiarism. Plagiarism is the use of someone else's ideas, the use of unauthorized (by the teacher) artificial intelligence programs (AI) or work without including appropriate acknowledgment of that work. This definition relates to all forms of media from books, magazines, web sites, interviews, periodicals, radio, television, to other recorded media, such as compact discs or tapes. All student work must be the result of the student's own efforts or the original author must be referenced. The examples below are not an exhaustive list.

**Examples of Plagiarism:**

- Using artificial intelligence, (AI/programs like ChatGPT), to write a paragraph for a paper
- Using material in its original format with no or little modifications without referencing
- Whole and/or partial copying, translating or paraphrasing without proper citation
- Direct quotation of a reference source without quotation marks or the source cited
- Copying information and/or software without referencing the original author or owner

**Examples of Cheating:**

- Discussing test or quiz materials with other students
- Copying answers during an exam or quiz
- Copying tests or quizzes
- Allowing another student to copy answers
- Copying of student notes or projects
- External collaboration on a project intended as an individual project
- The use of the same work in more than one course without prior approval of the instructor
- Passing answers to another student on a calculator
- Using translators or translator applications or software without teacher approval on homework, quizzes or tests.
- Using whole or partial internet-generated essays

***Suggestions to Students:***

Keep all your research and drafts to demonstrate effort and progress of projects and papers.

Seek assistance from a proof-reader for your work if you are not sure how to handle a resource or referencing example. Students must make their own corrections or revisions.

Talk to your teachers. Every class has its own unique requirements and expectations. Ask your teacher BEFORE you turn in a project, paper or activity if you have questions.

Seek the resources of the Library and Media Center for acceptable examples of how to reference all sources of research and the correct format for your project. The examples are also on the Media Center's web page for you to use from home.

A student who allows their work to be copied is also guilty of cheating and will also receive a zero.

**Consequences for the Failure to Adhere to the Academic Integrity Policy:**

The student who cheats, plagiarizes or otherwise violates the academic integrity policy can receive a grade of zero and notification of the incident will be made to the parents. The student can appeal the zero by requesting to meet with the Academic Integrity Committee within two school days. The student must request the meeting through his teacher, who will not sit on the review committee.

Students and their parents will be requested at all student reviews; however, attendance is not mandatory. Decisions by the Academic Integrity Committee will be made within two school days.

**15. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Violations of this rule could result in suspension or expulsion.

**16. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension, expulsion, and a report to law enforcement when appropriate.

**17. Trespassing**

If a student has been removed, suspended, or expelled, the student is not allowed on school property without prior authorization of the Principal. Students may not enter onto school property at unauthorized times or into areas of the school determined to be inappropriate. This misconduct may constitute trespassing. Violations of this rule could result in suspension or expulsion.

**18. Theft**

When a student is caught stealing, retaining, concealing, or found in possession of school or someone's property, s/he will be subject to discipline, up to and including suspension and expulsion, and may be reported to law enforcement.

**19. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in discipline.

**20. Damage of property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion. Full monetary restitution may also be required.

**21. Persistent absences or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work.

**22. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Any unauthorized use shall be subject to disciplinary action, up to and including suspension or expulsion.

**23. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they may be subject to discipline. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**24. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school.

**25. Misuse of Wireless Communication Devices (WCDs)**

A student may not use a WCD to record audio or video in any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit audio or images in one of these locations or otherwise in violation of the applicable acceptable use agreement will face disciplinary action up to and including loss of privileges, suspension, and expulsion.

Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Sexting is prohibited at any time on school grounds or during school-sponsored events. Such conduct is not only potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and may constitute criminal violations for transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will be given a failing grade for the exam and disciplinary action will be taken. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

\* Please also refer to the section on use of phones.

**26. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with Board Policies. Persistent violations of rules could result in suspension or expulsion.

## **27. Violation of bus rules**

### **BUS DISCIPLINE PROCEDURE:**

The driver reporting the violation will deliver it personally to the Transportation Supervisor of the student. The Transportation Supervisor will arrange a conference with the student and the driver. Parents will be contacted and a written referral regarding the violation and disciplinary action will be sent home.

1ST OFFENSE – Warning.

2ND OFFENSE– Up to Three days bus suspension.

3RD OFFENSE – Up to Five days bus suspension.

4TH OFFENSE- Bus privileges revoked for the remainder of the semester.

### **Bus discipline will reset at each semester.**

The Transportation Supervisor may by-pass steps 1-3 and indefinitely suspend a student from riding the bus if, in the supervisor's opinion, it is in the best interest of the bus driver and his/her students to do so.

## **28. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletics, and performing arts events.

## **29. Unlawful Harassment**

Unlawful harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the student's ability to benefit from the District's educational programs or activities.

For information regarding unlawful harassment and sexual harassment, see the District's Non-Discrimination Statement and Non-Discrimination and Equal Educational Opportunity Policy at the beginning of this handbook. Additional details can be found in Board Policy 3118 (Title IX Sexual Harassment) and Board Policy 5202 (Unlawful Discrimination, Harassment, and Retaliation Against Students).

## **30. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing is an intentional or reckless act directed against a student that endangers the student's physical or mental health or safety that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, activity, team, or social group. This prohibition applies regardless of a student's consent, permission, or assumption of risk.

Hazing includes, but is not limited to:

- physical brutality or punishment (e.g., whipping, beating, striking, branding, or placing a harmful substance on a student's body);
- physical activity that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety (e.g., sleep deprivation, exposure to the elements, confinement in a small space, or undressing or exposing a student);
- consumption of food, liquid, alcohol, drugs, or other substance that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety;
- an activity that induces, causes, or requires a student to commit a crime or an act of hazing;
- intentional humiliation or embarrassment of a student;
- detention or seclusion of a student; and
- other activities that subject a student to an unreasonable risk of harm or that adversely affect a student's physical or mental health or safety

### **31. Bullying**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

Bullying, including cyberbullying, a student on school premises, on a school vehicle, or at a school-sponsored activity or event is prohibited. Bullying is any written, verbal, or physical act, or electronic communication, that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- substantially interfering with a student's educational opportunities, benefits, or programs;
- adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- having an actual and substantial detrimental effect on a student's physical or mental health; or
- causing substantial disruption in, or substantial interference with, the District's orderly operations.

Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

If a student suspects there has been a bullying incident, he/she must promptly report the incident to the principal or designee or the Superintendent. Complaints that the building principal has bullied a student should be filed with the Superintendent. Complaints that the Superintendent has bullied a student should be filed with the Board President.

All bullying complaints will be promptly investigated. The principal or designee will conduct the investigation, unless the principal or Superintendent is the subject of the investigation.

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

If bullying occurs outside of school or is determined by the school administration not to be a school-related issue, and does not cause a major disruption to the school environment, we encourage families to notify the police to address the concern.

### **32. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board may permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation or who pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 5206B and Federal due process rights appropriate to students with disabilities. A student who has been expelled permanently may apply for reinstatement in accordance with state law and guidelines which are available in the principal's office.

### **33. Criminal acts**

Any student engaging in criminal acts on school grounds, on a school vehicle, at a school-sponsored event will be reported to law enforcement as well as disciplined by the school. Students should be aware that state law requires that the District and law enforcement be notified when a student is involved in crimes related to physical violence, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **34. Personal transportation devices**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **35. Profanity**

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the principal will notify the student of the charges. The student will be given an informal opportunity to explain his/her side. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days but fewer than 60 days) or expulsion (60 or more days), the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;

- the time and place of the Superintendent or Board hearing;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/Superintendent approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school.

A parent/guardian or student may appeal the Superintendent's decision to issue a long-term suspension to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

The Board's decision to expel a student is final and may not be appealed.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Please see Policy 5206B for a more detailed explanation.

## **SEARCH AND SEIZURE**

School officials may search a student and the student's belongings and vehicle if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Students have no expectation of privacy in lockers, desks, or other District property. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal. Lockers and desks are subject to routine search.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted by administration or a designee for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students, clubs or organizations must receive permission to post materials they wish to display. Those displays must meet school guidelines and show what will be displayed to the principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions or concerns may be directed to the principal or to the student government.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The transportation schedule and routes are available by contacting the, Transportation Director, Brett Ross at 989-872-2148 x 1836

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal or designee.

The building principal or designee may approve a change in a student's regular assigned bus stop, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change or as required to ensure compliance with state or federal law.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

#### Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals to students it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

#### Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **SURVEILLANCE VIDEO ON SCHOOL BUSES**

The Board of Education has installed surveillance cameras on school buses to monitor student behavior. Each bus is equipped with multiple cameras that will record bus rides.

If a student misbehaves on a bus and his/her actions are recorded on surveillance cameras, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students under age eighteen (18) must have written parental permission prior to driving to school.
- Students shall complete the Student Vehicle Form.

- The student must obtain a permit from Mrs. Bukoski.
- The permit should be left in the car windshield when parking in the high school parking lot.
- Student will need to abide by driving laws while in the parking lot. Speeding, driving recklessly, parking inappropriately, and actions that are deemed to be dangerous can result in discipline and potential loss of parking privileges in the school parking lot.
- Students will park in the the lot west of the island in the front of the school.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal.

Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

Students who have a permit to drive to school should park their car upon arrival at school and proceed to the school building. Loitering in the parking lot is unacceptable at any time and may result in disciplinary action.

Cars are to be parked only in the area reserved for student parking and are to be left there during the school day. THE AREA EAST OF THE ISLAND IN FRONT OF THE SCHOOL, TO THE SOUTH OF THE GYM AND THE PARKING LOT EAST OF THE HIGH SCHOOL BUILDING IS DESIGNATED FOR STAFF PARKING IS RESERVED. DO NOT PARK THERE UNLESS SPECIAL PERMISSION HAS BEEN GRANTED BY ADMINISTRATION.

## McKinney-Vento Rights Notification

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Unaccompanied Youth: \_\_\_\_\_ YES \_\_\_\_\_ NO

Name of Father: \_\_\_\_\_

Name of Mother: \_\_\_\_\_

Name of Guardian: \_\_\_\_\_

**Under the McKinney-Vento Assistance Act the following rights apply to youth/families in transition:**

- Youth in transition are those who lack a fixed, regular, and adequate nighttime residence.
- Youth in transition have the right to attend either the local school or the school of origin, if this is in the best interest of the student.
- Youth in transition have the right to receive transportation to and from the school of origin
- Youth in transition have the right to enroll in school immediately, even if missing records and documents normally required for enrollment (birth certificate, immunizations).
- Youth in transition have the right to have access to the same programs and services that are available to all other students including transportation and supplemental educational services.
- Youth in transition have the right to attend school with children not experiencing transitional housing difficulties; segregation based on a student's status as "youth in transition" is prohibited.

**Under this Act, the student has the right to attend the following school districts, as well as any public school academy with openings in the attendance area:**

School of Origin: \_\_\_\_\_

School of Residence: \_\_\_\_\_

**The following transportation options to the School of Origin are offered to this student:**

\_\_\_\_\_

**My signature indicates that these rights have been offered and explained to me on the date above. I have received a copy of this information.**

**Student Signature (if age appropriate):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Guardian Signature:** \_\_\_\_\_

***Liaison Note:** This information is given to parents and youth via the school district liaison upon enrollment and during parent teacher conferences twice per year or while enrolled.*

**Liaison Signature:** \_\_\_\_\_

**School District:** \_\_\_\_\_

## **MTSS/PBIS**

Cass City Jr./Sr. High has always strived to create a safe and stimulating learning environment for all students. In an effort to continue to improve school culture, staff at Cass City Jr./Sr. High have worked together to form a Positive Behavior Intervention and Support System we are calling PRIDE. The focus of this plan is to create a positive school climate that fosters Personal Responsibility, Respect, Integrity, Determination, and Effort.

If your child attended Cass Elementary School, he/she is already accustomed to this program with a different acronym, SOAR.

Students will be learning about PRIDE, our behavior program, and how it applies to our district. In addition to short lessons, we will have posters throughout the building and the staff will be modeling how students can move safely and efficiently around the building. The high school also utilizes the Capturing Kids' Hearts program.

### **What is MTSS/PBIS?**

Multi-Tiered Systems of Support includes a School-wide Positive Behavioral Interventions & Supports (PBIS) and is a proactive, school-wide framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of prosocial skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

### **MTSS/PBIS at Cass City Jr./Sr. High**

A term you will be hearing is Positive Behavior Interventions & Supports (PBIS). PBIS is an approach in behavior management on a school-wide level, in a specific setting such as the cafeteria, halls, cafeteria, bathrooms, the classroom, or with an individual student. PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions. Another key element is an analysis of discipline referral data. This team-based approach to data analysis allows the PBIS Team to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to staff, students and parents.

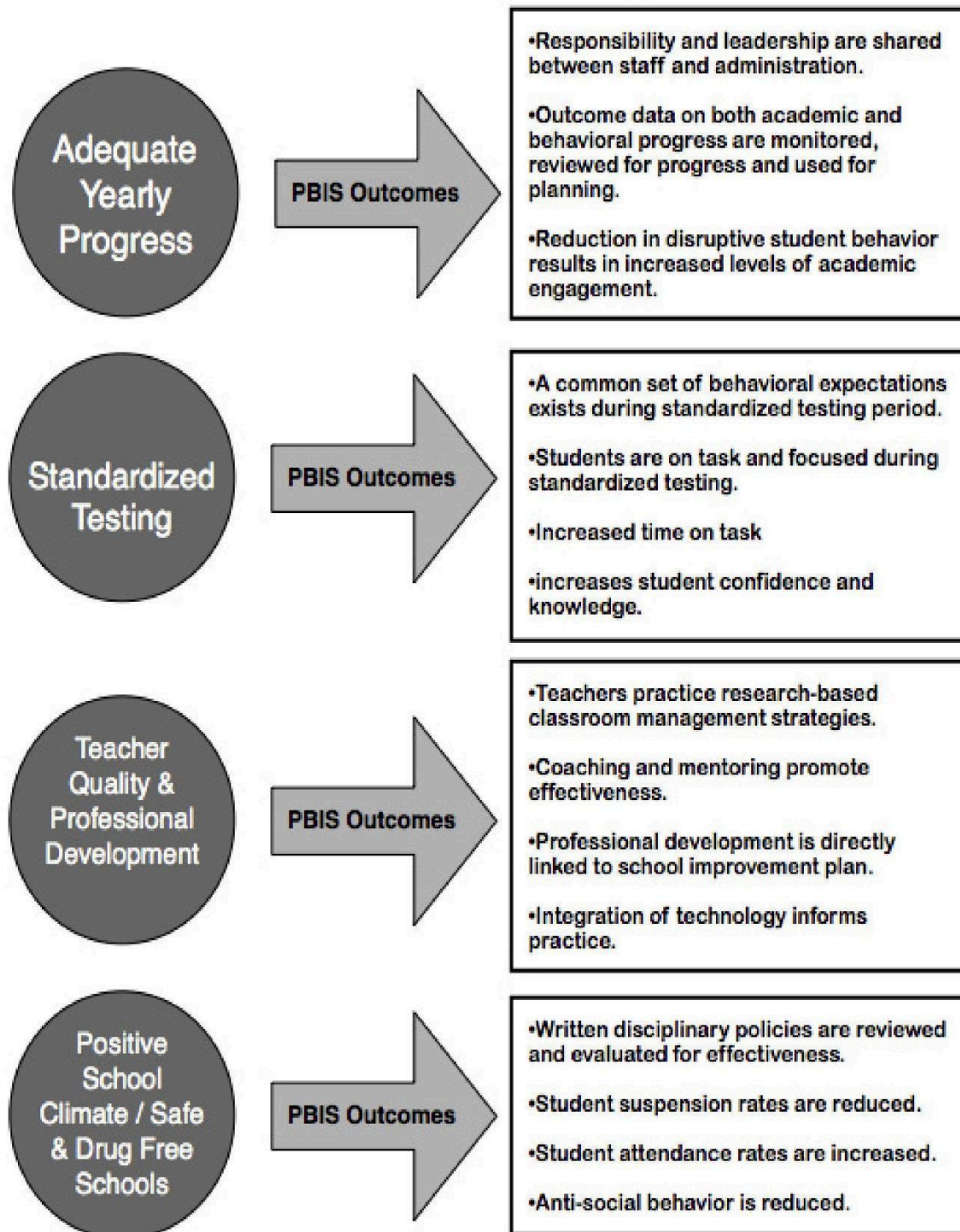
The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

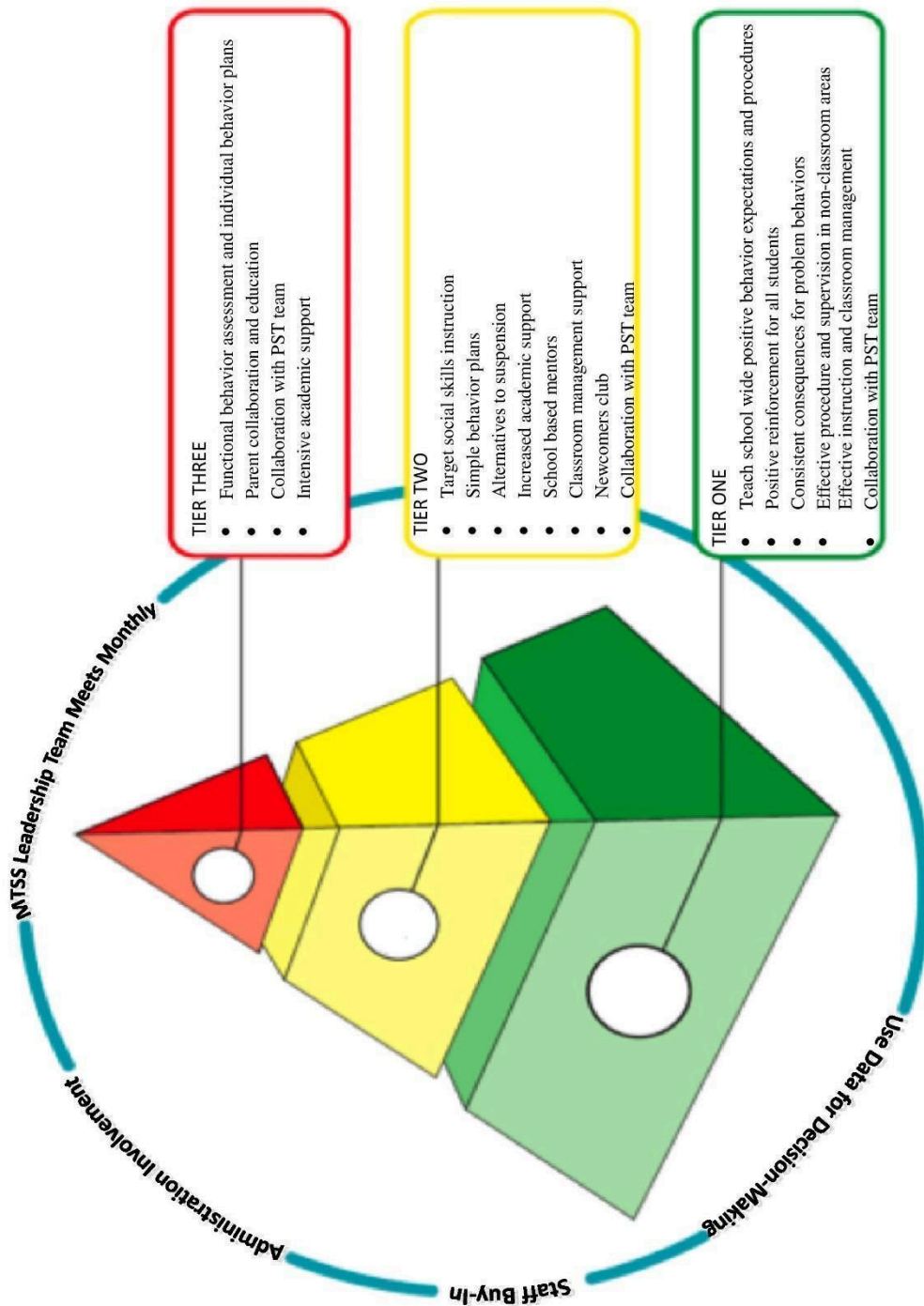
The ultimate goal is to increase student academic performance, decrease problem behavior, increase safety, and establish positive school climates through research-based strategies and systems.

# Education Yes! And No Child Left Behind

Correlation with Positive Behavioral Interventions and Supports with  
Multi-Tiered Systems of Support



# Multi-Tiered Systems of Support



## **Annual Notice of the Right to Request a Personal curriculum Modifying Michigan Merit Curriculum Requirements for Graduation with a Regular High School Diploma**

### **What is a personal curriculum?**

The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

### **Who may request a personal curriculum?**

The parent or guardian of a student for whom a personal curriculum is sought, or the student, if the student is of the age of majority, or an emancipated minor, may request a personal curriculum.

Other potential requesters include, a teacher who is currently teaching the student (who currently teaches in, or whose expertise is in, a subject area proposed to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC), or a school counselor or school employee qualified to act in a counseling role.

If the request for a PC is made by the student's parent or legal guardian or, if the student is at least age 18 or is an emancipated minor, the school district shall develop a PC for the student pursuant to the parameters outlined in the 380.1278b(5).

### **When may a personal curriculum be requested?**

If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior to the 9th grade, although any resulting PC may not be implemented until the onset of 9th grade. The earliest submission timeline for all other PC requests is after the student has completed 9th grade.

If the parent/guardian/student is interested in more information on the PC option, or would like to make a request for a PC, please contact, Christin Hempton, Dean of Students, 989.912.1839.

## **Additional School Social Emotional Supports/Parent Opt Out**

The health and safety of our students is our top priority and we want to partner with you to ensure that our students are successful. We know that many factors influence a student's success and we also understand and value that you know your child best and serve as their best advocate. When students are struggling, our goal is to work together to identify what is going on and determine the best strategies to meet their needs.

We are able to help identify needs of students and/or families that may be impacting academic success and overall well being and help students and families get connected to resources. Our school offers several different types of assistance to ensure that students are safe, healthy, challenged, supported and engaged. These behavioral health supports may include:

- Screening to identify signs of emotional or mental health concerns, substance abuse, or other barriers to learning
- Help in identifying social and/or health needs that may be impacting attendance and academic success
- Meeting with parents/caregivers, teachers and/or other school staff to identify strategies and develop a plan to address concerns
- Support in navigating systems and connecting you and/or your child to community resources to meet needs
- Individual encounters for brief/crisis intervention

If further support is deemed necessary, you will be contacted for additional parental consent by the Caring For Students Worker for Cass City Schools.

**If parents do not want their child to access these additional supports, they may opt out of these services by getting an opt out form from the Caring for Students Worker for Cass City Schools.**

**Series 5000: Students, Curriculum, and Academic Matters**

**5100 Student Rights**

**5102 Lockers**

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

The Board directs the Superintendent to include this Policy in the student code of conduct and to distribute it to parents/guardians.

Legal authority: MCL 380.1306

Date adopted:

Date revised:

**5207 Anti-Bullying Policy**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

**A. Prohibited Conduct**

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- a. substantially interfering with a student's educational opportunities, benefits, or programs;
- b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

#### B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the “Responsible School Official” for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District’s website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

#### Definitions

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. “Telecommunications access device” means any of the following:

a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:

- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
- b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

### **NOTICE OF PESTICIDE APPLICATIONS**

As part of its integrated pest management program, the District annually notifies its students' parents/guardians that they will be given at least 48 hours' advance notice before the non-emergency application of a pesticide on school grounds (other than application pursuant to a bait or gel formulation).

Notice will be provided by posting at the school's entrances and by email. In addition to this notice, and upon request only, parents/guardians are entitled to receive notice by first-class mail postmarked 3 days before an application. Requests for this additional notice are available on the district's website.

Pesticides may be applied without advance notice in an emergency. The District will promptly notify parents/guardians as set forth herein after any emergency application.

The District's integrated pest management program and pesticide application records are available for review. The person responsible for the school's pesticide application procedures is:

Name: Brett Ross  
Phone: 989-872-1828  
Email: [bross@casscityschools.org](mailto:bross@casscityschools.org)